

DRAFT
Minutes for June 21, 2018
Beckwourth Fire District

1. **Board Meeting called to order at 6:33 PM by George Bundy.**
2. **Roll Call: Board Members:** George Bundy, Denisce Downs, Donald Ball (Absent), M.D., Peggi Vernon & Dwight Ceresola. **Chief:** Greg McCaffrey (absent) **Admin. Assistant/Board Secretary:** Fran Zeits **Public Listed on Sign Up Sheet:** Jeff McCollum, Daniel Smith, Michelle Smith, John Saefke, Grizzly Ranch Firewise Committee, Jim Miller, Grizzly Ranch CSD, Michael Sanchez, Plumas County Supervisor District 1, Division Chief: Donald Bliss, Captain: Scott Thompson, Fire Fighter & Safety Officer: Jennifer Langston
3. **The Pledge of Allegiance:** Recited by all.
4. Approval of Minutes for the Board Meeting held on May 17, 2018. **Dwight motioned to approve Minutes for May 17, 2018 and George seconded, all in favor. Motion passed.**
5. Approval of the Account Receivables, Expenditures, Revenue and Balance Sheet for the month of May 2018. **Denisce motioned to approve the Account Receivables, Expenditures, Revenue and Balance Sheet for the month of May 2018 as presented and George seconded, all in favor. Motion passed.**
6. **PUBLIC COMMENT:** Jennifer Langston, Mary Morrison, Daniel Smith, Denisce Downs and George Bundy (read a personal letter listing the numerous accomplishments over the last twelve (12) years) all addressed the Board honoring Greg McCaffrey time as fire chief for the District. Expressed with emotion that Greg is family, friend, leader, mentor, loved, proud, thankful, respected, knowledgeable, educated, instrumental in making the Beckwourth Fire Department one of the best departments in Plumas County and most of all will be missed.
7. **Consent Agenda Items: None**
8. **Secretary's Report:** Apologized to Dwight for leaving his board packages to review for board meetings outside near the back door. Presumed he was employed and for his convenience left his sealed packages by the back door but will leave his packages in his box at Station 1 for future meetings. Shared GSRMA invoice for the 2018/2019 fiscal year for liability/workman compensation insurance (\$19,098.00). Last year it was \$17,170.00. Reminded the Board the first three years the BFD had a special rate of 5.40 (membership incentive) and this year it increased to 6.13, plus the District has more fire fighter volunteers with wages (strike team). Also, reminded the Board the District received a \$1,000.00 check from GSRMA for participating in their Risk Management Accreditation Program (RMAP). Also, shared an invoice from California Special Districts Association (CSDA) for \$920.00 and once again contacted (2 years) the association to request a reduction in annual membership fee and it was again granted and reduced to \$587.00. Next year guaranteed the District will not ask for a reprieve because the Association is connected to the District's special rate from Streamline for District's capabilities to access the website (\$50.00 per month), a bargain.
9. **Chief's Report: Absent**
10. **Chief's Resignation:** George read Greg McCaffrey's resignation letter. Also read the section requirements from Procedures & Policy #2301 Job Description – District Fire Chief for hiring a fire chief. Initially will advertise in local papers, expand further geographically and even go nationally. Dan Smith suggested posting an ad thru CSDA, and they are California wide. **George motioned to reluctantly accept Greg McCaffrey's resignation and his last day will be June 28, 2018; and go forward with all the advertising suggestions and Denisce seconded. Motion passed without objection.**
11. **Resolution 2018-003 – Requesting Collection of Charges on Unsecured Tax Roll thru Plumas County:** **George motioned by a roll call vote to approve Resolution 2018-003 Requesting Collection of Charges on Unsecured Tax Roll thru Plumas County and Dwight Ceresola seconded: Roll Call Vote: George Bundy –**

- Yes; Denise Downs – Yes; Don Ball – Absent; Peggi Vernon – Yes; Dwight Ceresola – Yes. Motion passed without objection.
12. **Resolution 2018-004 – Requesting Collection of Charges on Secured Tax Roll thru Plumas County:** George motioned by a roll call vote to approve Resolution 2018-004 Requesting Collection of Charges on Secured Tax Roll thru Plumas County and Dwight Ceresola seconded. Roll Call Vote: George Bundy – Yes; Denise Downs – Yes; Don Ball – Absent; Peggi Vernon – Yes; Dwight Ceresola – Yes. Motion passed without objection.
 13. **2018-2019 Preliminary Budget:** George motioned to approve the 2018-2019 Preliminary Budget with future updates and Denise seconded. Passed without objection. Fran went over the budget figures. Ad has been scheduled for June 27th and the final budget approval has been scheduled for September 20, 2018. Final budget for the County must be finalized by October 1, 2018.
 14. **Invoice Proposal from Robert Johnson for Audit (2017/2018 – 2018/2019):** District is required to perform an audit every two years. Invoice proposal \$4,400.00 and the last audit was 4,300.00. **George motioned to accept/approve Robert Johnson’s Audit Proposal for \$4,400.00 covering the 2017/2018 – 2018/2019 fiscal years and Peggi seconded, all in favor.** The invoice will be processed in the 2019/2020 fiscal year.
 15. **Review Billing Policy Pertaining to Structure Fires within the BEC Fire District:** Rolled over pending documents relating to BFD’s billing process within the district and out of the district. Still waiting for answers from district’s attorney. Rolled over. Salem fire is still a public concern. Fran and Denise will check the status of the account tomorrow with Fire Recovery.
 16. **Asphalt for Station 1 – Informational:** Solicited bids from Rick Joy, Ben Flochi and Hartwig Construction. Rick Joy is overwhelmed with projects, Ben Flochi will submit a bid and Hartwig Construction bid proposal is for \$35,000.00 and it doesn’t cover asphalt. Need to scale the project back to cure the flooding issues on the East side of the building.
 17. **Formalities Relating to Transfer of Property from Grizzly Ranch to BFD Approved on 2-15-18 Board Meeting:** Closing date still pending.
 18. **Battalion Chiefs’ Reports:** None
 19. **Division Chief’s Report:** Don Bliss formerly with the USFS and worked with Greg McCaffrey whom was instrumental for Station 2 on Grizzly Road and the USFS Nervino Fire Station. Since Don Bliss has retired from the USFS he has learned abundance of knowledge outside of wildland fighting whelm from Chief McCaffrey. Don Bliss has nothing but respect for Greg and he feels the community has lost an incredible asset. The Beckwourth Fire Department is the only fire department on the East side of the county who offered ALS (advance life support). Don expressed he can’t say enough what Greg has done for him personally, for the department and for the community. A great lost.
 20. **Safety Officer’s Report:** Jennifer Langston accredited Greg for advancing her career thru her position as safety officer thru the District’s IIPP (Injury and Illness Prevention Program) program, which the IIPP policies/ documents were drafted by Greg and Fran with the help of GSRMA. Stated Greg has been a mentor to all of us.
 21. **Directors’ Reports:** George Bundy – **None**; Denise Downs – It was mentioned earlier in the meeting by Mary Morrison that the District’s ISO was lowered from a 10 (worst) to 4/6 because of Greg’s efforts. Devoted his knowledge/time and was instrumental in lowering homeowners’ insurance premiums for the District’s constituents. Stated the Board and fire fighter members are going to work diligently to keep the District’s ISO at 4/6. Donald Ball – **Absent**; Peggi Vernon – **None**; Dwight Ceresola - **None**.
 22. **Old Business: NIMS Requirement IS100 and IS700:** Denise Downs (IS100 & IS700), Donald Ball (IS100 & IS700) and Peggi Vernon (IS700) and Dwight Ceresola (IS 100 & IS 700). **Ethics Class Renewals:** George Bundy, Peggi Vernon and Fran Zeits, pending local class.
 23. **New Business:** Next Board Meeting on July 19, 2018 at 6:30 p.m.
 24. **Adjournment:** Adjourned at 7:52 p. m. **George motioned for an adjournment and Denise seconded. Motion passed.**

I, FRAN ZEITS, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWOURTH FIRE DISTRICT HELD ON **June 21, 2018** ARE CORRECT AS RECORDED.

Fran Zeits, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for June 21, 2018.

George Bundy: _____ Date: _____

Denisce Downs: _____ Date: _____

Donald Ball, M.D.: _____ Date: _____

Dwight Ceresola: _____ Date: _____

Daniel Smith: _____ Date: _____